



Guidelines Governing Access to SALNs
of Government Officials and Employees
filed with the Civil Service Commission
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Number: 1100356

Promulgated: 15 MAR 2011

RESOLUTION

WHEREAS, Section 7, Article III of the 1987 Constitution recognizes the right of the people to information on matters of public concern and the right of each Filipino citizen to access official records in the custody of government agencies/offices subject to such limitations as may be provided by law;

WHEREAS, Section 8 (A), (5), of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) obligates public officials and employees defined in **Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act)** to file under oath their Statement of Assets, Liabilities and Net Worth (SALN) with the Civil Service Commission (CSC);

WHEREAS, Section 8 (C) of RA No. 6713 specifically provides that any and all statements filed under this Act shall be made available for inspection at reasonable hours; such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law; and, the requesting party pays for the cost of reproduction, mailing and certification;

WHEREAS, Section 8 (D) of RA No. 6713 prohibits the use of SALN for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public;

WHEREAS, the Supreme Court held in the cases of Subido vs. Ozaeta, 80 Phil 383, and Teodoro Berdin, et al. vs. Mayor Eufracio A. Mascariñas, et al., Municipality of Tubogon, Bohol, G.R. No. 135928 (July 6, 2007) that government offices having custody of public documents, like SALNs, may prescribe reasonable rules and regulations relative to the manner with which the public may examine/scrutinize/reproduce/copy the subject documents;

WHEREFORE, the Commission resolves as it hereby resolves to adopt the following guidelines that will govern requests for access to SALNs filed with the CSC:

1. All requests for access to SALNs with the CSC shall be directly addressed to the Director IV of the Integrated Records Management Office (IRMO);

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2. The requesting party, shall be required to accomplish the Request for SALN Form (copy attached) and submit two (2) valid Identification Cards (ID Cards) which can be any of the following:
 - a. GSIS/SSS ID
 - b. PRC ID
 - c. TIN/Pag-Ibig/Philhealth ID
 - d. IBP ID
 - e. Passport
 - f. Voter's ID
 - g. Driver's License
 - h. Current Office ID (Government or Private)
 - i. UMID (Unified Multipurpose Identification)
 - j. Senior Citizens ID
 - k. School ID
 - l. NBI ID
3. The requesting party shall also present an endorsement letter from the school dean or secretary or from any official of the organization where the SALN shall be used or utilized for research purposes;
4. The request shall be evaluated by the Chief Personnel Specialist or Supervising Personnel Specialist or a duly designated personnel of the Records Center and Archives Division of IRMO. A recommendation for approval/disapproval shall be submitted to the Director IV or Director III. If warranted, additional documents or information may be required from the requesting party;
5. The requesting party shall accomplish an Undertaking of Requesting Party Form which shall be sworn to before either the Director IV or Director III of IRMO;
6. The requesting party shall pay the amount of Two Hundred Pesos (Php200.00) per SALN Declaration; and,
7. All requests for Access to SALN form and Undertaking shall form part of the public records and can be accessed by the concerned official or employee.

Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

Republic of the Philippines
CIVIL SERVICE COMMISSION
 Integrated Records Management Office

REQUEST FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FORM

Requesting Party: _____ Nationality: _____
Surname First Name Middle Name

Residential Address: _____
(House No. Street, Village/Subd., Barangay, Municipality/City, Province)

Name of Company/School: _____ Address: _____

Contact Nos.: 1) _____ 2) _____ 3) _____
(Residence) (Office/School) (Mobile)

Requested SALNs:

Name of Declarant	Office/Agency of Declarant	SALN Year

Specific Purpose/s: _____

I certify that my personal information provided above are true and correct.

 Signature of Requesting Party Date

This portion shall be accomplished by the Processor:

Required IDs Presented (at least two):

- | | | |
|--|---|---|
| <input type="checkbox"/> GSIS/SSS ID# _____ | <input type="checkbox"/> PRC ID# _____ | <input type="checkbox"/> Senior Citizens ID# _____ |
| <input type="checkbox"/> TIN/Pag-Ibig/Philhealth ID # _____ | <input type="checkbox"/> IBP ID# _____ | <input type="checkbox"/> Current School ID# _____ |
| <input type="checkbox"/> Passport # _____ | <input type="checkbox"/> Voter's ID# _____ | <input type="checkbox"/> UMID (Unified Multipurpose Identification) # _____ |
| <input type="checkbox"/> Driver's License # _____ | <input type="checkbox"/> Current Office ID# _____ | <input type="checkbox"/> NBI Clearance/ID# _____ |
| <input type="checkbox"/> Endorsement Letter of Dean/Secretary/Organization | | |

Requested SALNs are available Requested SALNs are not available

Processed by: _____ Recommendation: Approval
(Printed Name & Signature) Disapproval/Reason _____

ACTION TAKEN:

Approved/Disapproved by: _____
(Printed Name & Signature)

Number of SALNs _____ Amount Paid _____ OR # _____ Date _____

Released by: _____ Received by: _____
(Printed Name and Signature) (Printed Name and Signature)

NOTES: - Cost per SALN Php200.00
 - Except for Name, Other Personal Information of the Declarant will be blackened.



STATEMENT OF ASSETS, LIABILITIES AND NETWORTH

UNDERTAKING OF REQUESTING PARTY FORM

I, _____, single/married, residing at _____ hereby swear that the copies of the following Statement of Assets, Liabilities and Networth (SALN) :

Name of Declarant	Office/Agency	SALN Year

shall be used solely for the following purpose/s:

I hereby agree to abide by the following:

That, I shall not use nor disclose the abovementioned SALNs:

1. for purposes contrary to morals, public policy or commercial purpose/s;
2. for extortion purposes or for any purpose that will endanger the personal safety of the official or employee, and
3. name/s of declarant and its contents, nor, lend, show or reproduce a photocopy of the same for distribution to other individuals/groups/organizations;

And, should I violate the terms and conditions of this undertaking, I understand that the official or employee concerned may bring an action against me and that as a consequence thereof, the Court in which such action is brought may assess a penalty in an amount not to exceed twenty-five thousand pesos (Php25,000.00) pursuant to **Section 11 (d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)**. In addition, the Civil Service Commission may separately file legal action under applicable laws.

Requesting Party's Signature

Date

SUBSCRIBED AND SWORN TO before me on this ____ day of _____, 20____, affiant exhibiting his/her two (2) current/valid/unexpired identification cards:

1. _____ issued at _____ and issued on _____ and
2. _____ issued at _____ and issued on _____.

Director IV/Director III
Integrated Records Management Office

